

2014 Edition Comparison Chart

Meet the powerful and intelligent ArchiOffice 2014! The award-winning software solution provides architects with necessary tools to properly track, organize, and understand their business information.

	BASIC	PRO	ENTERPRISE
Ease-of-Use			
Intelligent Search Ability	✓	✓	✓
Memorized Screen Settings	✓	✓	✓
Access via Intranet and Internet	✓	✓	✓
Access via iPhone, iPad or Android Device	✓	✓	✓
Easily Export Data	✓	✓	✓
Streamlined, Color-Coded Interface	✓	✓	✓
Search and Filter for Quick Access to Specific Data	✓	✓	✓
Customize Dashboards		✓	✓
Simple Document Management		✓	✓
Customize Project Folder Locations			✓
Time and Expense			
Employees Only See Assigned Active Projects	✓	✓	✓
Fast, Simple, Intelligent Time Sheet Entry	✓	✓	✓
Unlimited Length Notes for Time and Expenses	✓	✓	✓
Personal Time-Off Tracking	✓	✓	✓
Billable/Non-Billable Flag	✓	✓	✓
Reimbursable to Employee Flag	✓	✓	✓
Easily Hold Selected Time or Expenses From Being Invoiced	✓	✓	✓
Start of the Week Preference for Timecard and Reports		✓	✓
On/Off Timer		✓	✓
Project Task Selection		✓	✓
Single-screen Review of Time and Expenses by Project or Employee		✓	✓
Link Receipts, Pictures and Files to Expenses		✓	✓
Approve for Billing		✓	✓
Employee Day Viewer			✓

	BASIC	PRO	ENTERPRISE
Project Management			
Track Estimate vs. Budget vs. Actual Hours and Costs	✓	✓	✓
Customize Phases and Job Codes	✓	✓	✓
Manage Consultant Fees	✓	✓	✓
Customize Fields		✓	✓
Create Secure Notes for Projects and Contacts		✓	✓
Project Charts		✓	✓
Standard Form 330 Discipline and Experience Fields		✓	✓
Standardized Tasks		✓	✓
Track Status of Tasks by Phase		✓	✓
Live Access to All Project Documents		✓	✓
Track % Complete using Tasks		✓	✓
Track Submittal-Approval, Drawing and RFI Workflows			✓
Billing and Accounts Receivable			
Designate Certain Phases to Bill Hourly Regardless of Contract Type	✓	✓	✓
Batch Invoicing	✓	✓	✓
Reverse or Void Invoices and Payments	✓	✓	✓
Track GST and VAT	✓	✓	✓
Progress Billing	✓	✓	✓
Retainer Management	✓	✓	✓
Billing Review	✓	✓	✓
Assign Invoice Template to a Project	✓	✓	✓
Standard Invoice Templates	✓	✓	✓
5 Contract Types Including Stipulated Sum, Hourly, Percentage of Construction, Unit Cost and Multiple of DPE/DSE	✓	✓	✓
Save Invoices as PDF or RTF (Word)	✓	✓	✓
Transfer Retainers between Client Projects			✓
Reports and Invoices			
Memorize Reports	✓	✓	✓
50+ Standard Reports	✓	✓	✓
Store Reports as PDFs	✓	✓	✓

BASIC	PRO	ENTERPRISE
-------	-----	------------

Reports and Invoices

Time and Expense Reports	✓	✓	✓
Payroll Reports	✓	✓	✓
Extensive Report Filters	✓	✓	✓
Filter Reports by Project Leader	✓	✓	✓
Create Profitability Reports Based on Date Range	✓	✓	✓
Memorized Invoice Dates and Date Ranges	✓	✓	✓
Itemized Invoices with Task and Description		✓	✓
Customize Reports and Invoices using Crystal Reports®		✓	✓
Dashboard Displays Key Business Performance Indicators		✓	✓
Task Reports		✓	✓
Custom Invoice Numbering		✓	✓
Submittal Reports			✓

Security

Secure User Name Login	✓	✓	✓
Role-based Security	✓	✓	✓
Customize Security Profiles	✓	✓	✓
Customize Login IDs	✓	✓	✓
Assign Projects to Employees	✓	✓	✓
Apply Security to Custom Fields	✓	✓	✓

Integrations

QuickBooks® PC Integration (QuickBooks® 2002 Pro or better)		✓	✓
Sync Email, Contacts and Calendar Events to Outlook (PC only)		✓	✓
Sync Mail, Contacts and Calendar (Apple Mail, Apple Contacts, Apple Calendar)		✓	✓
Sync Email, Contacts and Calendar Events to Entourage (Mac)		✓	✓

Technical

MS SQL Express®	✓	✓	✓
MS SQL Server®			✓

To learn more about ArchiOffice 2014 and pricing, email us at info@bqe.com or call us at (855) 219-8404.